



## ASSISTANT DIRECTOR - BUILDING

Job Code: 3103

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o019

### NATURE OF WORK

This is responsible management and complex professional administrative work scheduling, directing, and controlling the daily activities of the City's Building Department. Emphasis of the work is on scheduling and supervising technical, administrative and clerical staff in the conduct of building inspections, the issuing of building permits and the enforcement of building codes.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Assists in planning and directing department activities
- Interprets regulations and standards and disseminates advice by responding to in-person and telephone inquiries from interested parties
- Assigns subordinates to investigate and resolve complaints received regarding alleged code violations
- Reviews inspection reports and confers on further actions
- Instructs, trains and evaluates subordinates in inspection and enforcement activities
- Prepares and maintains operational reports, records and correspondence concerning building code enforcement and inspection
- Reviews and analyzes budgets, reports, plans and specifications submitted from department staff and consultants to ensure compliance with prescribed standards and regulations.
- Oversees the accounting for and depositing of fees received
- Oversees the processing and routing of complaints and violations
- Prepares material for updating the contractor/homeowner procedures manual
- Assists the Housing Authority in the evaluation of construction bids
- Prepares occupant load certificates for commercial establishments in cooperation with the Fire Department
- Prepares and submits reports regarding sewer allocation certification and concurrence projects for the new construction or remodeling where there is an impact on the sewer system
- Maintains list of closed and abandoned buildings and monitors through inspection to ensure that the buildings are secured and not used by vagrants
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of national, state, and local laws, codes, ordinances, and regulations regarding construction, alteration, and repair of buildings and other structures
- Thorough knowledge of general building design and construction
- Thorough knowledge of good construction practices
- Thorough knowledge of supervisory principles and practices
- Considerable knowledge of effective practices concerning air conditioning, electrical, plumbing and other phases of building construction
- Knowledge of the policies and procedures of departmental budget preparation, justification, monitoring, analysis, and reporting
- Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards
- Ability to supervise, plan, direct and coordinate the work of professional, technical, and clerical employees in the implementation of internal controls and operational policies and procedures

- Ability to identify problem areas, analyze and recommend solutions regarding the efficiency and effectiveness of departmental operations
- Ability to disseminate effective advice regarding the resolution of technical and administrative problems
- Ability to establish and maintain effective working relationships with City officials, other employees, professional groups, vendors, and the general public
- Ability to communicate clearly and concisely, both verbally and in writing, to individuals and to groups
- Ability to plan, organize, and supervise, through various levels of subordinates, the work of subordinate employees in a manner conducive to full performance and high morale

## MINIMUM REQUIREMENTS

- Registration as a professional engineer or architect or general contractor certification by the State of Florida with at least five years of experience using that certification
- Bachelor's degree in building construction management or technology, architecture or structural engineering
- Plus extensive experience in the building trades or in a municipal building department in Florida plus including experience in supervising subordinate employees
- Experience may substitute for education on a year-for-year basis

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling
- Some crawling, reaching, handling, sitting, standing, pushing, and pulling

## SUPERVISION RECEIVED

- General supervision is received from the Director
- Work is performed with substantial latitude for the use of independent judgment
- Performance is evaluated for adherence to City policies and attainment of desired goals and objectives through personal conferences and review of reports of operations

## SUPERVISION EXERCISED

- Supervision is exercised through various levels of subordinates over a variety of technical, professional, administrative, specialized, and clerical employees with assigned responsibilities in various phases of departmental operations